TOPIC 8: DEDUCTIONS AND BENEFITS INQUIRIES AND REPORTS

The design of this topic is to familiarize each employee with the use of Deduction and Benefit Inquiries. Deduction and Benefit Inquiries are online management reports that allow for easy viewing of essential deduction and benefit information related to an employee or an employee appointment. These Inquiries provide access to reporting information stored in the database.

At the end of this topic, you will be able to:

- Access and describe the function of Deduction and Benefits Inquiries and Reports.
- Verify Deduction and Benefits information entered on an employee

NOTES

DEDUCTIONS AND BENEFITS INQUIRIES

Inquiries are available on-line in the system and are updated after a transaction has been processed. Usually, this update occurs immediately after processing the transaction. There are two inquiry windows available in the system that will help you track employee deduction summaries and activity.

Like other areas of the SAM II system, Benefits and Deductions has special purpose windows that function solely as Inquiries. These Inquiries are used to look up specific information regarding Employee Withholdings. These Inquiries contain cross-reference information taken from several tables, which allows you to see highlights or information pertaining to a specific topic without having to open additional windows.

Let's review some common Inquiries related to Deductions and Benefits.

- **Employee Deduction Parameters Inquiry (QDPM)** - This window displays all the effective deductions for a selected employee.

- **Employee Deduction Summary Inquiry (QDSM)** - This window displays deduction summary totals at the category level. There are both annual and quarterly deduction totals displayed.

- **The Employee Benefit Type Class (QBTC)** – This window displays all the benefit type classes for which an employee is eligible.

- **The Employee Dependent Roster (QDPR)** – This window displays any dependents for an employee that have been set up using the DPND transaction, as of the specified selection date.

- **The Dependent Roster By Name (QDNM)** – This window displays an alphabetic listing of any dependents that have been set up using the DPND transaction.

EMPLOYEE DEDUCTION PARAMETERS (QDPM)

Employee Deduction Parameters Inquiry

Name	MEISTER, JOYCE J		
Employee ID	070 . 41 . 0001	Appointment ID	×
Selection Date	09 / 18 / 00	Payment Frequency ID	S

	Effective Date	Expiration Date	Deduction Type	Deduction Plan	Deduction Rate	Dedu Amd
1	09 18 00	99 99 99	FEDTX FED TAX W/H	FEDTX FED TAX W/H		
2	09 18 00	99 99 99	STATX STATE TX W/H	STATX STATE TX W/H		
3	09 18 00	99 99 99	OASIE OASDI EMPEE	OASIE OASDI EMPEE	0.0620	
4	09 18 00	99 99 99	MEDIE MEDIC EMPEE	MEDIE MEDIC EMPEE	0.0145	
5	04 01 00	99 99 99	DEFCE DEFERRED CMP	DEF M DCOMP W/MTH	0.0000	
6	04 01 00	99 99 99	DEFCR DCOMP MTH-ER	DEFCR DCOMP MTH-ER	0.0000	

EMPLOYEE DEDUCTION PARAMETERS (QDPM)

The Employee Deduction Parameters Inquiry (QDPM) displays all the effective deductions for a selected employee. Selection Criteria include Employee ID, Appointment ID and Selection Date. For each deduction, this window displays effective date and expiration dates, codes and descriptions for deduction types and plans, amount or rate of the deduction plan, and frequency with which the deduction is taken. If the deduction is goal-oriented, the ID for the type of goal is displayed. The goal amount (or number or installments) and the amount contributed to date are also displayed.

Step 1 To open QDPM from the SAM II Desktop Navigator window, click on the Go To icon. Type **QDPM** in the **CODE** column header. Click on the **<OPEN>** button.

Step 2 Populate the following fields to narrow your search on the QDPM window.

NAME – Displays the employee's full name (last name, first name, and middle initial).

EMPLOYEE ID - Enter the employee's social security number. Type **070-41-0001.**

APPOINTMENT ID - If the employee holds more than one appointment, enter the appropriate appointment identification number for the employee. If this field is blank, the employee data pertains to the employee's primary appointment. Type ***.**

SELECTION DATE – Default is the **Current Date.** Enter a Selection Date to view the deductions effective at a date other than the current date.

Select **DISPLAY: BROWSE DATA**.

Step 3 Let's review the remaining fields of the QDPM window.

PAYMENT FREQUENCY ID – Displays the code identifying the frequency schedule that an employee is paid.

EMPLOYEE DEDUCTION PARAMETERS (QDPM)

Employee Deduction Parameters Inquiry

Name	MEISTER, JOYCE J						
Employee ID	070 . 41 . 0001	Appointment ID	*				
Selection Date	09 / 18 / 00	Payment Frequency ID	S				

	Effective Date	Expiration Date	Deduction Type	Deduction Plan	Deduction Rate	Dedu Amd
1	09 18 00	99 99 99	FEDTX FED TAX W/H	FEDTX FED TAX W/H		
2	09 18 00	99 99 99	STATX STATE TX W/H	STATX STATE TX W/H		
3	09 18 00	99 99 99	OASIE OASDI EMPEE	OASIE OASDI EMPEE	0.0620	
4	09 18 00	99 99 99	MEDIE MEDIC EMPEE	MEDIE MEDIC EMPEE	0.0145	
5	04 01 00	99 99 99	DEFCE DEFERRED CMP	DEF M DCOMP W/MTH	0.0000	
6	04 01 00	99 99 99	DEFCR DCOMP MTH-ER	DEFCR DCOMP MTH-ER	0.0000	

Employee Deduction Parameters Inquiry

Name	MEISTER, JOYCE J					
Employee ID	070 . 41 . 0001	Appointment ID	*			
Selection Date	09 / 18 / 00	Payment Frequency ID	S			

	Deduction Rate	Deduction Amount	Goal Deduction Amount	Goal Total to Date Amount	Goal Type ID	Deduction Frequency
1						
2						
3	0.0620	1,507.00	4,501.20	93.43		
4	0.0145	1,507.00	14,500.00	21.85		
5	0.0000	25.00				
6	0.0000	0.00				

EMPLOYEE DEDUCTION PARAMETERS (QDPM)

Step 3 Let's continue to review the remaining fields of the QDPM window.

EFFECTIVE DATE – Displays the date deduction became effective.

EXPIRATION DATE – Displays the date the deduction expires.

DEDUCTION TYPE – Displays the code indicating the type of deduction.

DEDUCTION PLAN – Displays the code indicating the deduction plan.

DEDUCTION RATE – Displays the percentage of the deduction.

DEDUCTION AMOUNT – Displays the amount of deduction, if applicable.

GOAL DEDUCTION AMOUNT – Displays the goal amount of a goal-oriented deduction.

GOAL TOTAL TO DATE AMOUNT – Displays the current total deductions applied toward the goal.

GOAL TYPE ID – Displays the code indicating the deduction's goal type.

DEDUCTION FREQUENCY – Displays the frequency that deductions are taken.

EMPLOYEE DEDUCTION SUMMARY INQUIRY (QDSM)

		Employee Deduction Summary Inquiry					— □ ×

Name   MEISTER, JOYCE J

Employee ID   070 - 41 - 0001   **Year** [ ]   **Deduction Category** [ ]

	Year	Deduction Category	Short Description	Annual Amount	First Quarter	Second Quarter	Third Quarter
1	00	DEFCE	DEFERRED CMP	50.00	0.00	50.00	0.00
2	00	FEDTX	FEDERAL TAX	103.54	0.00	103.54	0.00
3	00	MCH1E	MCHCP HEALTH	16.00	0.00	16.00	0.00
4	00	MCH1R	MCHCP-HLH-ER	98.50	0.00	98.50	0.00
5	00	MEDIE	MEDIC EMPEE	21.85	0.00	21.85	0.00
6	00	MEDIR	MEDIC EMPER	21.85	0.00	21.85	0.00
7	00	MSCU	MO CREDIT UN	200.00	0.00	200.00	0.00
8	00	OASIE	OASDI EMPEE	93.43	0.00	93.43	0.00
9	00	OASIR	OASDI EMPER	93.43	0.00	93.43	0.00
10	00	SAVBD	US SAVING BD	100.00	0.00	100.00	0.00
11	00	STATX	MO STATE TAX	34.00	0.00	34.00	0.00

NOTES

EMPLOYEE DEDUCTION SUMMARY INQUIRY (QDSM)

The Employee Deduction Summary Inquiry (QDSM) displays an employee's annual and quarterly deduction amounts for each deduction category. For selection criteria, you have the choice of combining the employee ID and the calendar year and/or deduction category. By indicating a year in **Year**, or a deduction category in **Deduction Category**, you will be able to scan for specific entries. The window defaults to current year/all categories if the selection criteria are not specified.

Step 1 To open QDSM from the SAM II Desktop Navigator window, click on the Go To icon. Type **QDSM** in the **CODE** column header. Click on the **<OPEN>** button.

Step 2 Populate the following fields to narrow your search on the QDSM window.

NAME – Displays the employee's full name (last name, first name, and middle initial).

EMPLOYEE ID - Enter the employee's social security number. Type **070-41-0001.**

YEAR - You can enter a specific calendar year to see the total and quarterly deductions for that year. The calendar year is displayed. If left blank, all information, beginning with the most current year, is displayed.

DEDUCTION CATEGORY - You can enter a specific deduction category to see the deductions for the current year or a specified year. Valid values are located on the Event Category (CATG) window. The code indicating the category of the employee's deduction is displayed. Leave blank to display all the employee's deduction categories.

Select **Display: Browse Data**.

EMPLOYEE DEDUCTION SUMMARY INQUIRY (QDSM)

Employee Deduction Summary Inquiry							_ □ ×

Name: MEISTER, JOYCE J

Employee ID: 070 - 41 - 0001   Year: [ ]   Deduction Category: [ ]

	Year	Deduction Category	Short Description	Annual Amount	First Quarter	Second Quarter	Third Quarter
1	00	DEFCE	DEFERRED CMP	50.00	0.00	50.00	0.00
2	00	FEDTX	FEDERAL TAX	103.54	0.00	103.54	0.00
3	00	MCH1E	MCHCP HEALTH	16.00	0.00	16.00	0.00
4	00	MCH1R	MCHCP-HLH-ER	98.50	0.00	98.50	0.00
5	00	MEDIE	MEDIC EMPEE	21.85	0.00	21.85	0.00
6	00	MEDIR	MEDIC EMPER	21.85	0.00	21.85	0.00
7	00	MSCU	MO CREDIT UN	200.00	0.00	200.00	0.00
8	00	OASIE	OASDI EMPEE	93.43	0.00	93.43	0.00
9	00	OASIR	OASDI EMPER	93.43	0.00	93.43	0.00
10	00	SAVBD	US SAVING BD	100.00	0.00	100.00	0.00
11	00	STATX	MO STATE TAX	34.00	0.00	34.00	0.00

NOTES

EMPLOYEE DEDUCTION SUMMARY INQUIRY (QDSM)

Step 3 Let's review the remaining fields of the QDSM window.

YEAR - The calendar year is displayed.

DEDUCTION CATEGORY - The code indicating the category of the employee's deduction is displayed.

SHORT DESCRIPTION - Displays the description of the selected deduction. This description is taken from the Short Description field of the Event Category (CATG) window.

ANNUAL AMOUNT - Displays the total annual amount of the deduction. For the current year the deduction total-to-date is displayed.

FIRST QUARTER - Displays the total of the deduction taken in the first quarter (the first three months) of the year.

SECOND QUARTER - Displays the total of the deduction taken in the second quarter of the year.

THIRD QUARTER - Displays the total of the deduction taken in the third quarter of the year.

FOURTH QUARTER - Displays the total of the deduction taken in the fourth quarter (the last three months) of the year.

EMPLOYEE BENEFIT TYPE CLASS INQUIRY (QBTC)

	Ben Type Class	Benefit Type Description	Ded Type	Deduction Type Description	Ded Plan	Deduction Plan Description	Employee Share
1	DEFCO	DEFER COMP					
2	MCHCP	MCHCP FRNGS	BLA1E	BL ADVANT	011MC	MEMBR/CHLDN	16.00
3	UNEMP	UNEMPL COMP					
4							
5							
6							
7							
8							
9							
10							
11							

Name: MEISTER, JOYCE J

Employee ID: 070 - 41 - 0001   Appointment ID:

Selection Date: 09 / 18 / 00   Deduction Policy: STAND   STANDARD DED

NOTES

EMPLOYEE BENEFIT TYPE CLASS INQUIRY (QBTC)

The Employee Benefit Type Class (QBTC) inquiry displays all the benefit type classes for which an employee is eligible, the benefits in which the employee is enrolled, and the deduction type(s) and plan(s) of the employee's deduction. Also displayed are the employee and employer (if applicable) contribution for each enrolled benefit. Selection Criteria include Employee ID, Appointment ID, Selection Date and Benefit Type Class.

Step 1 To open QBTC from the SAM II Desktop Navigator window, click on the Go To icon. Type **QBTC** in the **CODE** column header. Click on the **<OPEN>** button.

Step 2 Populate the following fields to narrow your search on the QBTC window.

NAME - Displays the employee's full name (last name, first name, and middle initial).

EMPLOYEE ID - Enter the employee's social security number. Type **070-41-0001.**

APPOINTMENT ID – If the employee holds more than one appointment, enter the appropriate appointment identification number for the employee. If this field is blank, the employee data pertains to the employee's primary appointment.

SELECTION DATE - The selection date is assumed to be the current date unless another date is entered. The date the employee selected the benefits is displayed.

DEDUCTION POLICY (1-2) - Displays the employee's deduction policy.

BENEFIT TYPE CLASS - You can enter the benefit type class to begin the display with the entered code. The code denoting the benefit type class is displayed.

Select **DISPLAY: BROWSE DATA.**

EMPLOYEE BENEFIT TYPE CLASS INQUIRY (QBTC)

	Employee Benefit Type Class Inquiry						_ □ ×
Name	MEISTER, JOYCE J						
Employee ID	070 - 41 - 0001		Appointment ID				
Selection Date	09 / 18 / 00		Deduction Policy	STAND	STANDARD DED		

	Benefit Type Description	Ded Type	Deduction Type Description	Ded Plan	Deduction Plan Description	Employee Share	Employer Share
1	DEFER COMP						
2	MCHCP FRNGS	BLA1E	BL ADVANT	011MC	MEMBR/CHLDN	16.00	98.50
3	UNEMPL COMP						
4							
5							
6							
7							
8							
9							
10							
11							

NOTES

EMPLOYEE BENEFIT TYPE CLASS INQUIRY (QBTC)

Step 3 Continue to review the remaining fields.

BENEFIT TYPE DESCRIPTION - Displays the description of the benefit type.

DEDUCTION TYPE - Displays the deduction type code.

DEDUCTION TYPE DESCRIPTION - Displays the description of the deduction type.

DEDUCTION PLAN - Displays the deduction plan code.

DEDUCTION PLAN DESCRIPTION - Displays the description of the deduction plan.

EMPLOYEE SHARE - Displays the employee's contribution to the benefits, if applicable.

EMPLOYER SHARE - Displays the employer's contribution to the employee's benefits, if applicable.

EMPLOYEE DEPENDENT ROSTER (QDPR)

NOTES

EMPLOYEE DEPENDENT ROSTER (QDPR)

The Employee Dependent Roster (QDPR) inquiry displays all dependents for an employee that have been set up using the DPND transaction, as of the specified selection date. Also shown is whether each dependent is covered for the specified Benefit Type Class and Sub-Class values. Selection Criteria include Employee ID, Selection Date, Benefit Type Class and Benefit Type Sub-class. Let's take a look at the field descriptors for this inquiry.

Step 1 To open QDPR from the SAM II Desktop Navigator window, click on the Go To icon. Type **QDPR** in the **CODE** column header. Click on the **<OPEN>** button.

Step 2 Populate the following fields to narrow your search on the QDPR window.

> **NAME –** Displays the employee's full name (last name, first name, and middle initial).

> **EMPLOYEE ID -** Enter the employee's social security number. **Type 050-81-0050.**

> **SELECTION DATE -** If left blank, the current date is displayed. Enter the date the employee's dependents are covered by the employee's benefits.

> **BENEFIT TYPE CLASS (1-2) -** If left blank, displays all the employee's recorded dependents. Enter the benefit type class code to display benefit coverage eligibility. If a code is entered, the benefit type class short description is displayed.

> **BENEFIT TYPE SUB-CLASS (1-2) -** If left blank, displays all the employee's recorded dependents. Enter the benefit type sub-class code to display benefit coverage eligibility. If a code is entered, displays the benefit type sub-class short description.

> **DEPENDENT ID -** The dependent ID can be entered to access a particular dependent first. The number used to identify the dependent is displayed.

> **EFFECTIVE DATE -** The effective date of dependent information can be entered to access dependent information from a certain date. Displays the date dependent data became effective.

> SELECT **DISPLAY: BROWSE DATA**

EMPLOYEE DEPENDENT ROSTER (QDPR)

Employee Dependent Roster

Name	LESH, PHIL
Employee ID	050 - 81 - 0050
Selection Date	09 / 18 / 00
Benefit Type Class	
Benefit Type Sub-class	

	Dependent ID	Effective Date	Expiration Date	Last Name	First Name	Mid Ini
1	057 95 3248	04 01 00	99 99 99	HART	MICKY	
2	584 68 1628	04 01 00	99 99 99	JONES	CASEY	
3						
4						

Employee Dependent Roster

Name	LESH, PHIL
Employee ID	050 - 81 - 0050
Selection Date	09 / 18 / 00
Benefit Type Class	
Benefit Type Sub-class	

	Middle Initial	Relationship	Gender	Date of Birth	Full-time Student	Disability	Benefit Coverage	Eligibility From	Eligibility Until
1		STSON	M	03 25 1975					
2		OTHER	M	05 06 1974					
3									
4									

EMPLOYEE DEPENDENT ROSTER (QDPR)

Step 3 Let's review the remaining fields of the QDPR window.

> **EXPIRATION DATE –** Displays the date dependent data expires.

> **LAST NAME –** Displays the last name of the dependent.

> **FIRST NAME –** Displays the first name of the dependent.

> **MIDDLE INITIAL –** Displays the middle initial of the dependent.

> **RELATIONSHIP -** Displays the dependent's relationship to the employee.

> **GENDER -** Displays the dependent's gender.

> **DATE OF BIRTH -** Displays the dependent's birthdate in mm/dd/ccyy format.

> **FULL TIME STUDENT -** Displays whether the dependent is a student. If the dependent is a full-time student, **Y** is displayed. If the dependent is not a full-time student, **N** is displayed. If the employee did not indicate whether or not the dependent is a student, this field is blank.

> **DISABILITY** - Displays a code indicating the type of disability of the dependent, if applicable.

> **BENEFIT COVERAGE -** Displays whether the dependent is covered by the employee's benefits. If the dependent is covered, **Y** is displayed. If the dependent is not covered, **N** is displayed.

> **ELIGIBILITY FROM -** Displays the date the dependent becomes eligible for the employee's benefits.

> **ELEGIBILITY UNTIL -** Displays the last date the dependent is eligible for the employee's benefits.

DEPENDENT ROSTER BY NAME (QDNM)

NOTES

DEPENDENT ROSTER BY NAME (QDNM)

The purpose of this inquiry window is to provide a roster of any dependents that have been set up using the DPND transaction, by name. The Dependent Roster By Name (QDNM) inquiry displays an alphabetic listing of all dependents. It provides the ability to find a dependent without knowing the employee's ID. It also provides a way to determine whether multiple employees cover the same person.

Step 1 To open QDNM from the SAM II Desktop Navigator window, click on the Go To icon. Type **QDNM** in the **CODE** column header. Click on the **<OPEN>** button.

Step 2 Populate the following field to narrow your search on the QDNM window.

DEPENDENT NAME - You can enter the name of the employee's dependent to start the inquiry at that dependent's name.

SELECT **DISPLAY:BROWSE DATA**

Step 3 Let's review the remaining fields of the QDNM window.

DEPENDENT ID - The dependent's ID number is displayed.

RELATIONSHIP - The dependent's relationship to the employee is displayed.

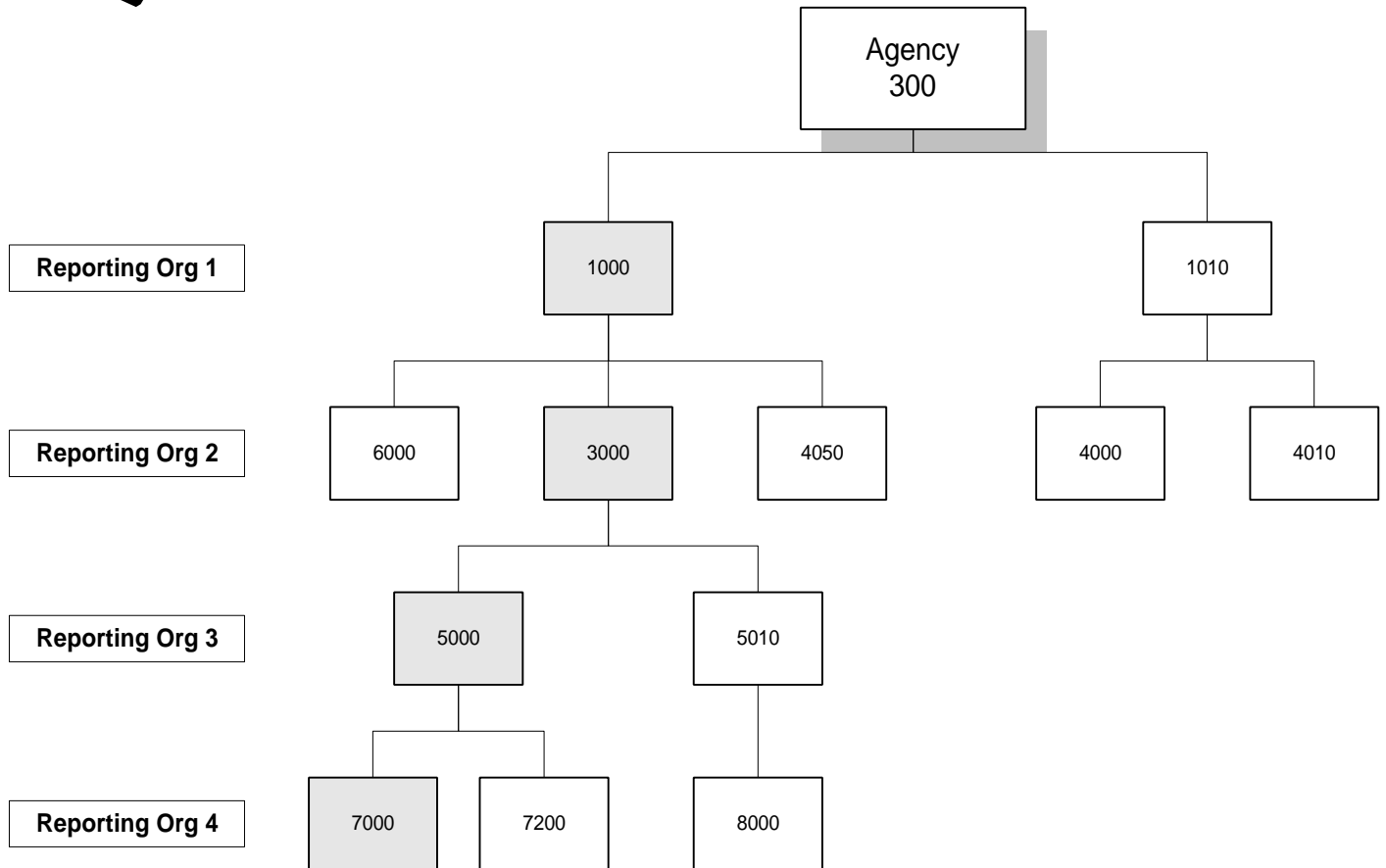**EFFECTIVE DATE -** The date dependent data became effective is displayed.

EXPIRATION DATE - The date the dependent data expires is displayed.

EMPLOYEE NAME - The employee's full name is displayed.

EMPLOYEE ID - The employee's social security number is displayed.

Reporting Organization Example

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                        ┌──────────────┐
                        │   Agency     │
                        │    300       │
                        └──────┬───────┘
              ┌────────────────┴────────────────────┐
┌──────────────┐                                 ┌──────────┐
│ Reporting    │          ┌─────────┐            │  1010    │
│ Org 1        │          │  1000   │            └────┬─────┘
└──────────────┘          └────┬────┘                 │
           ┌──────────────┬────┴─────┬────────┐   ┌───┴────┐
┌──────────────┐    ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐
│ Reporting    │    │ 6000 │ │ 3000 │ │ 4050 │ │ 4000 │ │ 4010 │
│ Org 2        │    └──────┘ └──┬───┘ └──────┘ └──────┘ └──────┘
└──────────────┘           ┌────┴─────┐
┌──────────────┐      ┌──────┐    ┌──────┐
│ Reporting    │      │ 5000 │    │ 5010 │
│ Org 3        │      └──┬───┘    └──┬───┘
└──────────────┘    ┌────┴────┐      │
┌──────────────┐ ┌──────┐ ┌──────┐ ┌──────┐
│ Reporting    │ │ 7000 │ │ 7200 │ │ 8000 │
│ Org 4        │ └──────┘ └──────┘ └──────┘
└──────────────┘
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REPORT DISTRIBUTION

The offline reports from the SAM II HR/Payroll System will currently be distributed among agencies as paper reports, as they have been in the past. All of the reports will be sorted by Agency and Organization. Further breakdown of report sorting may also occur, depending upon the information in the report (i.e. position, employee, payroll group, etc.).

These reports will also be available electronically through MOBIUS (Missouri Bibliographic Information User System). For information on how to obtain access to MOBIUS and a list of available reports go to the following Web site: http://www.state.mo.us/mo/samii/hr/mobius/index.htm

Report Headers

All of the Offline Reports will have similar headers. The header will list the title of the report, the report number, the run date and time of the report, the report page number, as well as other information pertaining to the breakdown of the report's sort criteria.

Most offline reports will indicate the Agency and Organization numbers for which information is being reported. In some cases, such as the Payroll Register Report HAR5200, the Payroll Number will be substituted for the Agency Number. The Payroll Number will be equal to the Agency Number.

Reporting Organization Structure

Some of the offline report headers will include information pertaining to the breakdown of Reporting Organizations. These reports will list down to the lowest level Reporting Org and may include up to 12 levels.

The breakdown of the Reporting Org structure is illustrated on the opposite page. In this example, the information being reported for the shaded area is sorted down to fourth level Reporting Org. The Reporting Org at level 4 (7000) rolls up to the third level (5000) which rolls up the second level (3000) and so on.

In cases where the Reporting Organizations are listed on a report header, the lowest level Reporting Org listed will be the Home Agency for which information is being reported.

ACTIVITY

1. Access the inquiry window that displays all of the effective deductions for a selected employee. Can you see the amount of a certain deduction on this inquiry?

2. Access the inquiry window that displays the benefits in which an employee is enrolled in. Does this inquiry display the employer share of the benefit?

3. Access the inquiry window that displays an employee's annual and quarterly deduction amounts.